

Expenditure Report Instructions

Overview

From the Expenditure Reports area, users can open an existing expenditure report, create a new expenditure report or withdraw an existing expenditure report.

Expenditure reports are due only one time, at the end of the grant period to close out the project.

How to Prepare Expenditure Reports

Create a New Expenditure Report (NOTE: Only required at end of grant period to close out the project.)

1. From the Expenditure Reports area, click the **Create Expense Rep** button. A report template will open.
2. Enter **Accumulated Expenditures to Date** for each Object Code line. Enter whole dollars only.
 - If you spent more than 50% over the amount budgeted for an object code, you'll need to submit an amended budget for OPI approval. Contact OPI if you need assistance.
3. After entering expenditure amounts for all object code lines, click **Calculate Totals**. The total of all lines and the amount of indirect cost recovery will display.
 - Expenditures (including indirect cost recoveries) should not exceed the total award amount.
 - Indirect costs are not calculated on expenditures for Object Code 700 Property and Equipment.
4. Enter the **Expenditure Period End Date**.
 - Since only one expenditure report is required (to close out the project), this date will normally be the last day expenditures were made from the award, not later than the final date for which obligations are allowed on the grant. For example, if you spent all funds on a July 1-September 30 (15 month) award by May 15, enter May 15. Do not enter a date later than the ending date of the term of the grant, which is usually June 30 or September 30 for Office of Public Instruction (OPI) grants.
5. Under **Recap** at the bottom of the page:
 - Grant Award (Allocation) – Displays current allocation
 - Approved budget -- Displays currently approved budget, including any approved amendments to the budget.

Amount Paid To Date – Displays payments that have been made by the OPI.

Expenses to Date – Displays the total of expenditures reported on this report and any previous reports

Balance Due LEA – Payments owed based on payments to date and reported expenditures, including this report.

Funds on Hand – Calculated cash on hand based on amounts paid to date and reported expenditures, including this report.

6. Check the box for "**Final Expenditure**," Click **Save Page**, and then click **Submit to the OPI**. The expenditure report is submitted to the OPI.